



## **DETENTION OFFICER / DETENTION OFFICER TRAINEE**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To operate the City prisoner detention facility, and to perform record keeping and technical work in the processing and housing of prisoners.

### **Distinguishing Characteristics:**

**Detention Officer Trainee** – This is the entry and training level class in the Detention Officer series. Employees in the trainee level will complete a city specified Corrections / Detention Officer certification training program along with learning detention duties and functions under close supervision.

**Detention Officer** – This is a full journey level class within the Detention Officer series. Employees within this class are distinguished from the Detention Officer Trainee by having completed a recognized detention / corrections training program; by the performance of the full range of duties as assigned to detention functions; **and** after successful completion of the training/probation period required by the Tempe Detention Division. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware and able to interpret the operating procedures and policies of the work unit. Positions in this class will be staffed through advancement from the Detention Officer Trainee level providing the employee has completed the internal training program, meets the minimum qualifications for the Detention Officer level and is performing the full range of responsibilities.

### **Supervision Received and Exercised:**

Receives general supervision from a Detention Supervisor or from other supervisory or management staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

*Revised November 2001 (range adj due to market)*  
*Revised November 2003 Experience*  
*Revised October 2005 (created trainee flex class)*

## CITY OF TEMPE

### Detention Officer Trainee /Detention Officer (continued)

- Process prisoners into City jail; take mug shots of prisoners; search prisoners; take inventory of prisoner's personal property; grant phone calls; obtain fingerprints; fill out necessary booking sheets and record entries in the booking log.
- Maintain the jail facilities and equipment; prepare meals and feed prisoners; allow prisoners to leave their cells to make telephone calls; transfer prisoners from one cell to another; clean jail cells as necessary.
- Restrain combative, suicidal, or mentally disturbed prisoners; determine if prisoners are ill or injured and obtain medical attention as necessary.
- Ensure timely court appearances for all prisoners; escort prisoners to City Court for appearances; prepare bond receipts and collect bonds.
- Determine release criteria of prisoners according to established procedures; determine bond amounts; coordinate with court clerks when bond is posted; disseminate paperwork to appropriate areas when prisoners are released or transferred; perform prisoner transportation duties.
- Operate computer terminals to retrieve warrant and records information on prisoners; confirm warrants from other jurisdictions.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

##### **Detention Officer Trainee**

One year of full-time public contact work experience. Experience working in a law enforcement environment or related field is desirable.

##### **Detention Officer**

One year of full-time Adult Corrections / Detention Officer work experience.

*Revised November 2001 (range adj due to market)*

*Revised November 2003 Experience*

*Revised October 2005 (created trainee flex class)*

CITY OF TEMPE  
Detention Officer Trainee /Detention Officer (continued)

**Training:**

**Detention Officer Trainee**

Equivalent to the completion of the twelfth grade.

**Detention Officer**

Equivalent to the completion of the twelfth grade.

**Licenses/Certifications:**

**Detention Officer Trainee**

Ability to successfully complete a city specified Corrections / Detention Officer certification training program prior to completing initial probation.

**Detention Officer**

Possession of Corrections / Detention Officer Certification from a federal, state, or county training facility. *Proof of Certification as a Corrections/Detention Officer from a federal, state or county training facility is required at the time of application.*

**Additional Requirement:**

Must pass Police polygraph and background examination.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 3409 / 3410**

**FLSA: Non-Exempt**